



## JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Indiana Department of Correction		<b>BU:</b> 615
<b>Division:</b> Deputy Commissioner's Office (Central Office)	<b>Section/District:</b> Div. of Operations	
<b>Job Title:</b> Governor's Summer Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b> Governor's Summer Intern		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date:</b>

### **Purpose of Position/Summary:**

This position provides support services to the Deputy Commissioner's Office – Division of Operations. This section oversees the classification, support services, adult / youth services operations, case management, programs and reentry departments. The intern will be sharing the responsibility of maintaining the Parental Reimbursement database by ensuring court ordered payments by parents of youth in correctional facilities are appropriately documented in the database as ordered by the court. Additional duties would include special project(s) involving research, along with touring and observing the routine operations at (4) adult / youth correctional facilities around the state. This on-the-job-experience will be for (1) week intervals at each assigned facility. One primary purpose of this position would be to give a qualified (intern) candidate an opportunity to use knowledge learned from academic studies and apply it to actual work experience in the field of Criminal Justice.

### **Essential Duties/Responsibilities:**

- Conduct research on topics of importance to the Indiana Department of Correction, be able to analyze and interpret data, present reports and graphs, and explain the findings.
- Obtain and manage the Parental Reimbursement Database in Youth Services Department within the Division of Operations.
- Assists in the preparation of the offender grievance on-the-job training manual and training sessions.
- Assists Operations Analyst with Special Projects that are cost savers for the State of Indiana, the State of Indiana Department of Correction, and the Indiana taxpayer.
- Assist in monitoring the progress of the (IYC) pilot web-based online visitation application for offender families and the progress of the Department's (2014) Prevention of Human Trafficking initiative at the institution level.
- Perform related duties as assigned by the Deputy Commissioner's Office.

### **Job Requirements:**

- Knowledge of scientific research methods, including study design, data collection, interpretation, and presentation. Applicant must possess the ability to identify the appropriate ways to research particular problems and how resultant data should be analyzed and presented is essential
- Become acquainted with the rules of conduct for Indiana Department of Correction employees and State employees and pass both CBT tests with 80% and other training that will be necessary.
- Must become acquainted with Department Administrative Directives by reviewing;
- Must become familiar with where to locate specific Department policies as it pertains to writing assignments and assigned projects when having to conduct research, incorporate applicable information and compose reports;

- Demonstrate above average verbal communication and writing skills when responding to emails, written correspondence; and verbal communication with Central Office and Field staff, and the public;
- Proficiency in computer skills, especially keyboarding at least 40wpm, and familiar with various computer applications, such as Outlook, Excel, Microsoft Word, PowerPoint, and use of Copier.
- Possess time management skills pertaining to reporting to work as scheduled, and on time.
- Possess the ability to multi-task and complete various assignments and projects on time while also assigned to routine responsibilities on the job.
- To be readily available to attend and participate in scheduled Operations Meetings and Project Meetings.
- To be available and willing to tour on-site at correctional facilities with supervising staff when necessary and assist in planning training.\
- To be available and willing to assist staff in other areas in the Division of Operations – Central Office when necessary.
- Duties as assigned.

#### **Supervisory Responsibilities/Direct Reports:**

None.

#### **Difficulty of Work:**

- Incumbent must be good at time management due to possible time constraints and possible set-backs in the completion of various assignment, projects, and daily tasks within the 3-4 months employed with the Indiana Department of Correction;
- Incumbent must have the ability to learn new information, retain, and build on information learned.
- Work entails close attention to details; accuracy in reporting; lots of multi-tasking with some unplanned interruptions during the day due to changing priorities;
- This position requires the incumbent to possess skill in and knowledge of the use of computers, computer applications, and how to use these various applications as needed;
- This position requires the incumbent to think and manage independently at times;
- This position requires lots of multi-tasking, analysis, planning, meeting deadlines, and achieving measureable results.

#### **Responsibility:**

- Incumbent must possess a high level of maturity with the ability to adapt to changes that may occur during the day-to-day work assignments due to at times working with minor guidance from Operations staff;
- Incumbent must be willing to ask questions and guidance assistance due to the nature of the work involving accuracy and at times generating information quickly;
- Incumbent must follow the rules of conduct as outlined in the State Indiana and Department Policies for employees on and off the job;
- Incumbent will possess work identification badge that must be worn at all times at work and must be treated as a valuable possession of the State due to being able to gain access to State Buildings, State Garages, and Offices, and if loss must be immediately reported to Supervisor;
- Must notify supervisor for call-off ½ hours prior to the time scheduled to work, late arrival, or emergencies that may require time off or late arrival;
- Must adhere to Department dress code;
- Must adhere to the time allotted for lunch hour / breaks.

**Personal Work Relationships:**

Incumbent must maintain a working relationship with all department personnel to plan, conduct, and discuss projects related to the Division of Operations. Various Departments report to the Deputy Commissioner's Office and important data and information must be generated for review through this office. The data complex but must be accurate and timely. Consequences of inaccurate data include the possibility of a large fiscal impact as well as a negative public perception of the department. Incumbent works independently with work being reviewed for accuracy, compliance with policy and overall department goals.

**Physical Effort:**

Ability to sit for long periods of time while programming and minor lifting (up to 20 pounds).

**Working Conditions:**

The duties are performed primarily in an office setting.